

# **What's New for Government (WNFG)**

## **May/June 2006**

### **Free Loan Books and Audiovisual Materials for Wisconsin State Employees**

#### **Books**

##### **Business Meetings—Handbooks, Manuals, Etc.**

Parker, Glenn M. **Meeting excellence: 33 tools to lead meetings that get results.** 1st ed. Jossey-Bass, c2006. 216 p.

Electronic Location: Table of contents

<http://www.loc.gov/catdir/toc/ecip061/2005028347.html>

Electronic Location: Publisher description

<http://www.loc.gov/catdir/enhancements/fy0645/2005028>

Call Number: HF 5734.5.P35 2006

##### **Business Presentations**

Kushner, Malcolm L. **Presentations for dummies.** Wiley Pub., c2004. 360 p.

Electronic Location: Publisher description

<http://www.loc.gov/catdir/description/wiley041/200410>

Call Number: HF 5718.22.K87 2004

##### **Civil Service Ethics—U.S.**

Lewis, Carol W. (Carol Weiss), **The ethics challenge in public service: a problem-solving guide.** 2nd ed. Jossey-Bass, c2005. 363 p.

Electronic Location: Table of contents

<http://www.loc.gov/catdir/toc/ecip054/2004028269.html>

Call Number: JK 468.E7 L49 2005

##### **Decision-making**

Miller, John G. **QBC! the question behind the question: practicing personal accountability at work and in life.** G.P. Putnam's sons, c2004. 115p.

Call Number: BF 611 M55 2004

##### **Employment Portfolios**

Amirian, Susan. **Create your digital portfolio : the fast track to career success.** Jist Works, c2006. 200 p.

Call Number: HF 5383.A45x

## **Organizational Behavior**

Putzier, John. **Weirdos in the workplace: the new normal-- thriving in the age of the individual.** FT Prentice Hall, 2004. 194 p.

Call Number: HD 58.7.P88 2004

## **DVD**

DVDs may be requested for specific use dates. If no use date is indicated on the request, the DVD will be sent immediately, or, if it is in use, it will be reserved and sent as soon as it is available.

### **Holding an Effective Meeting**

Library Video Network, 2006. 1 DVD: 18 minutes; closed-captioned.

A meeting of librarians is used to humorously illustrate do's and don'ts of effective meetings. Covers what a good meeting should have, including a strong moderator who plans effectively, appropriate attendees and participation expectations, a clearly defined purpose and a complete agenda, agreed upon meeting norms, time limits, and agenda building for future meetings.

Call Number: DVD V-132

## **VHS VIDEOCASSETTE**

Videocassettes may be requested for specific use dates. If no use date is indicated on the request, the videocassette will be sent immediately, or, if it is in use, it will be reserved and sent as soon as it is available.

### **The Do's and Don'ts of Citizen Advocacy**

Milwaukee Jewish Council for Community Relations, 2002. 1 videocassette: 9 minutes; with trainer's materials.

Presents a series of vignettes showing examples of ineffective and effective interactions between a congresswoman and a constituent. Illustrates the need for appropriate conduct and advance preparation by both participants in order to have a good outcome for citizen advocacy. Pauses between vignettes allow for viewer discussions. Accompanying materials provide letter writing tips and advocacy techniques practice.

Call Number: VHS V-7464

### **Borrowing Materials from What's New for Government (WNFG):**

Please go back to the WNFG website at: <http://dpi.wi.gov/rl/indgov.html#WNFG> to find directions on how to borrow these items from the Wisconsin Reference and Loan Library.